

Ann Looney

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Subject: FW: non FMLA leave

The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
William A. Hinton State Laboratory Institute  
305 South Street, Jamaica Plain, MA 02130  
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COMMISSIONER

image

To: Ms. Nicole Medina  
From: Linda Han, M.D., M.P.H., Director, Bureau of Laboratory Sciences  
Date: April 26, 2011  
RE: Non-FMLA Leave Request  
CC: Julianne Nassif

image

We are in receipt of your March 29th request for non-FMLA leave intermittently through December 31, 2011. Due to the significant ongoing operational needs of the drug lab, your request for non-FMLA leave is denied. You do have the ten days of union leave that may be taken intermittently in full day increments before November 21, 2011.

Your twenty six weeks FMLA leave will exhaust on May 21, 2011. You may use your own sick time for Monday May 23 and Tuesday May 24. We look forward to seeing you back on Wednesday May 25, 2011.

**Ann Looney**

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**From:** Medina, Nicole (DPH) [Nicole.Medina@state.ma.us]  
**Sent:** Wednesday, April 13, 2011 5:14 PM  
**To:** Nassif, Julianne (DPH)  
**Cc:** Looney, Ann; Dill, Marianne (EHS); Young, David (EHS)  
**Subject:** FW:non- FMLA Leave  
**Attachments:** non-FMLA leave request-.doc.docx

Hi Julie,

I am following up on my prior attached emails.

Thanks,  
Nicole

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**From:** Medina, Nicole (DPH)  
**Sent:** Monday, April 11, 2011 11:21 AM  
**To:** Salemi, Charles (DPH); Nassif, Julianne (DPH)  
**Cc:** Ann Looney  
**Subject:** FW: FMLA Leave

Hi Chuck,

I am trying to coordinate and finalize a child care schedule and I am following up in regards to the email I sent on March 29th as I haven't had any response. I was told by HR that I needed to put a request in writing to you regarding the non-FMLA leave so I am not sure what I need to do to proceed with this.

Thanks,  
Nicole

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**From:** Medina, Nicole (DPH)  
**Sent:** Tuesday, March 29, 2011 1:29 PM  
**To:** Salemi, Charles (DPH); Nassif, Julianne (DPH)  
**Cc:** Ann Looney  
**Subject:** FMLA Leave

Hi Chuck,

Attached I have outlined return to work date and use of remaining leave times as well as a request for non-FMLA leave and plans for use of that time.

Thanks,  
Nicole

As you may know, my FMLA leave time will be exhausted by May 21, 2011. Therefore, I am planning to return to work Wednesday, May 25, 2011 after using my own sick time for Monday, May 23<sup>rd</sup> and Tuesday, May 24<sup>th</sup>. I have not yet used my Article 8.7. (A.)(7.) 10 days of paid family leave and am planning on using them intermittently, as this section allows. Also, I am requesting up to 10 weeks of non-FMLA leave pursuant to Article 8.8 in order to make arrangements for the care of my child. I will need to use this leave on an intermittent basis and will likely not need to use all of it. Regarding both types of leave, I will be able to give a week or more notice for much of what I need to use. I am in need of this leave time through December 31, 2011.

Thank you for your attention to this matter. I look forward to hearing from you.

Thanks,

Nicole Medina